

Instructions R-18 Routing Schedule (All Non Mid-Day Trips)
(All information for this report should be obtained from the route descriptions.)

School:	Record the school where the buses are assigned. Record information for the buses assigned to each school or parking location on separate R-18's from other parking locations.
Regular Trips: Special Needs Trips:	Record regular trips on a separate R-18 from the special needs trips.
Bus Number:	The State Department of Education's assigned number
Bus Capacity:	The assigned capacity for regular route buses. Record the number of available seating spaces and wheelchair spaces on special needs buses. (16-2) 16 seating spaces and 2 wheelchair spaces

Morning Trips

Trip Number:	The trip number on the route description.
Arrival Time At First Stop:	Record the time the first stop is loaded on the first morning trip. Do not record students getting on at the driver's house as the first stop when they would ride another trip if this driver was not driving.
Load:	Record the daily count, not the route enrollment, on the route description. Identify the number of wheelchair students in the load for a special needs trip. Ex. 22-2WC, 22 students in seats and 2 students in wheelchairs.
Time Arrive At School:	Record the time at the last school on each trip where students are unloaded. Line 4 in the odometer readings section for morning trips.
Miles Traveled:	Line 6 in the odometer readings section for morning trips on the route description.

Afternoon Trips

Trip Number:	The trip number on the route description.
Load:	Record the daily count, not the route enrollment, on the route description. Identify the number of wheelchair students in the load for a special needs trip. Ex. 22-2WC, 22 students in seats and 2 students in wheelchairs.
Time At Last Stop or The First School on The Next Trip:	Record the time at the last stop on this trip if another trip does not follow. Record the time when the bus arrives at the first school on the next trip when the bus has another trip following.
Miles Traveled:	Line 7 in the odometer readings section for afternoon trips on the route description.
Total Miles Traveled Per Day:	Total miles traveled on all morning and afternoon trips on this report.
School Codes in The Trip	Record the letter assigned to each school beside Code: and the name of the school it represents beside School: . This is the same letter assigned to each school in the trip number on the route description. Do not complete this section for special needs trips.